

Personnel

Payroll Regulations

**Shift Differential
Pay**

POLICY:

- .01 Shift differential is a premium added to the basic hourly rate of a General Support (GS), Organizational Support (OS), or Technical Support (TEC) Series employee who is required, by management, to work a nonstandard schedule during a workday. Work hours scheduled for the convenience of the employee do not qualify for differential pay.

APPROVAL:

- .02 Group-level managers may vary by 1 hour the starting or ending times of the schedule for shift differential. *See below.*

**PARAMETERES FOR SHIFT
HOURS:**

- .03 ✕ Work shift schedules that qualify for shift differential pay include the following:
- Swing Shift — normally 4:00 p.m. to 12 midnight
- Graveyard Shift — normally 12 midnight to 8:00 a.m.

PAY RATES FOR SHIFTS:

Shift Differential

- .04 Based on the actual hours worked, the shift differential pay is 12.0% (of the basic hourly rate or the hourly equivalent rate of pay) for swing-shift hours and 15.0% (of the basic hourly rate or the hourly equivalent rate) for graveyard-shift hours.

**Sixth- or Seventh-Day
Premium**

- .05 A 5.0% (of the basic hourly rate or the hourly equivalent rate) premium is paid to an employee whose regular assignment includes work between midnight on the fifth workday and midnight on the seventh workday of the Laboratory's pay week. The premium is in addition to any shift differential pay and is not applicable to wages earned from sick leave, vacation, or other authorized absences.

Shift Differential Pay

LIMITATIONS ON SHIFT DIFFERENTIAL:

- .06 Shift differential is not paid when the entire shift is between 7:00 a.m. and 6:00 p.m. In addition, shift differential is not paid unless 4 or more hours are worked before 8:00 a.m. or after 4:00 p.m.

EXCEPTION: Employees regularly assigned to a rotating shift are paid shift differential for each hour worked during the hours of swing and graveyard.

EXTENSION OF SHIFT:

- .07 An extension of a shift occurs when an employee is required to work continuously past the end of a scheduled shift or returns to work within 6 hours after the completion of a scheduled shift. The hours worked during the extension are paid at the same rate in effect at the end of the scheduled shift. See also [AM 304](#).

NOTE: The above policy does not apply to call pay, which is compensated according to [AM 307](#).

ASSINGMENTS OF 4 OR MORE CONSECUTIVE WEEKS:

- .08 When an employee is scheduled to work nonstandard or rotating shift hours for 4 or more consecutive weeks, the supervisor must submit a Personnel Action form (PA) at the beginning and end of the work assignment. When a PA is submitted, the total shift differential to be earned (but not the sixth- and/or seventh-day premium) is prorated and paid for each hour in pay status, including authorized absences and temporary day shift assignments approved by the group-level manager.

RECORDING TIME:

Occasional Shift Hours

- .09 Record the occasional shift hours by using the appropriate one(s) of the following time codes:

P — Swing Shift

G — Graveyard Shift

Sixth and/or Seventh Day

- .10 For any hours where the employee is entitled to the sixth- and/or seventh-day premium, use the appropriate one(s) of the following time codes:

Shift Differential Pay

W — Weekend Shift

PW — Swing/Weekend Shift

GW — Grave/Weekend Shift

- .11 Shift differential is included in overtime computations, as applicable.

DAYLIGHT-SAVING-TIME CHANGES:

Spring

- .12 During daylight-saving-time changes in the spring, an employee is paid for the entire, scheduled graveyard shift at the straight-time pay rate, even though 1 less hour is worked.

Fall

- .13 An employee is paid for all hours worked when the fall daylight-saving-time change occurs.

RETIREMENT CONTRIBUTIONS:

- .14 Shift differential is included in the base salary when calculating retirement system contributions.